

FY18 TUITION ASSISTANCE GUIDELINES UPDATE

Date Signed: 5/7/2018

MARADMINS Number: 255/18

R 071849Z MAY 18

MARADMIN 255/18

MSGID/GENADMIN/CMC WASHINGTON DC MRA MF//

SUBJ/FY18 TUITION ASSISTANCE GUIDELINES UPDATE//

REF/A/MSGID: DOC/CMC MR/YMD: 20100901//

REF/B/MSGID: DOC/CMC MM/YMD: 20120614//

REF/C/MSGID: DOD/CMC MM/YMD: 20060809//

REF/D/MSGID: DOC/DODI 1322.25/YMD: 20140707//

NARR/REF A IS MCO 1560.25 MARINE CORPS LIFELONG LEARNING PROGRAM (SHORT TITLE: LL PROGRAM). REF B IS MCO P1400.32D CH2 MARINE CORPS PROMOTION MANUAL, VOLUME 2, ENLISTED PROMOTIONS (SHORT TITLE: MARCORPROMMAN, VOL2, ENLPROM). REF C IS MCO P1400.31C CH1 MARINE CORPS PROMOTION MANUAL, VOLUME 1, OFFICER PROMOTIONS (SHORT TITLE: MARCORPROMMAN, VOL 1, OFFPROM). REF D IS DODI 1322.25, VOLUNTARY EDUCATION PROGRAMS.//

POC/DARYL PATRICK/CIV/UNIT: MFR/-/TEL: 703-784-9550 EMAIL: DARYL.PATRICK@USMC.MIL//

GENTEXT/REMARKS/1. Purpose. In conjunction with reference (a), this MARADMIN provides Tuition Assistance (TA) utilization requirements and procedures for safeguarding of funds.

2. Additional TA eligibility criteria is listed in the MCO. Command approval of TA is contingent upon the commands anticipated mission

requirements. TA is authorized only for Marines who meet the standards and eligibility criteria contained herein and in references (a) and (b).

Commanders shall ensure Marines meet all eligibility criteria:

(a) First time active duty TA applicants shall have a minimum time in service of 24 months per their armed forces active duty base date. 0-5 level commanders may reduce minimum time in service requirements to 18 months for Marines who demonstrate significant extraordinary effort beyond the fulfillment of all assignments and normal expectations.

Examples of extraordinary effort could include, but are not limited to: top 10 percent proficiency and conduct marks compared to peers, appearance before a meritorious promotion board, receipt of special recognition such as a Meritorious Mast, serving in a leadership role in the Single Marine Program (or like organization), participated in numerous volunteer events in the local community, or other similar measurements.

(b) Marines shall be eligible for promotion per references (b) and (c).

(c) Prior to TA approval, first-time applicants shall complete the Marine Corps Institute Personal Financial Management Course (Course ID 3420g).

(d) TA shall be authorized for first-time TA applicants for only one course, unless documentation is provided that the Marine has at least an associates degree or at least sixty (60) academic credits and a minimum grade point average (GPA) of 2.5.

(e) Marines may not be actively participating in more than two TA-funded classes simultaneously.

(f) TA funds for approved involuntary withdrawal waivers and failed courses will count toward individual fiscal year ceilings.

(g) TA shall be authorized for only one course in the next academic term in the event that (1) overall undergraduate or graduate GPA falls between 2.0 and 2.5, (2) a grade of "D" or "F" is received in any course during the

previous term, or (3) a voluntary withdrawal occurred from any course during the previous term.

(h) Marines using TA must maintain a cumulative GPA of 2.0 or higher after completing 15 semester hours, or equivalent, in undergraduate studies, or a GPA of 3.0 or higher after completing 6 semester hours, or equivalent, in graduate studies, on a 4.0 grading scale. If the GPA for TA-funded courses falls below these minimum GPA limits, TA will not be authorized.

(i) TA is authorized only for tuition charges per reference (d). Marines are responsible for non-tuition fees including but not limited to costs associated with room, board, distance learning, equipment, supplies, books/materials, exams, insurance, parking, transportation, admissions, registration, or fines.

(j) Course work with a start date between 15 and 30 September 2018 must be command approved by 14 September 2018.

(k) Career and technical education certificate programs must be accredited by an accrediting body recognized by the Department of Education, be approved by the Department of Veterans Affairs, and have a signed DoD memorandum of understanding in order to receive tuition assistance. Per reference (a), all Marines are eligible to obtain one certificate during their career.

(l) Marines who fail to successfully complete a course will be required to reimburse received TA funds. For the purpose of reimbursement, successful course completion is defined as a grade of "C" or higher for undergraduate courses, a "B" or higher for graduate courses, and a "pass" for "pass/fail" grades for courses using that criteria. TA funds will be recouped from Marines for "D" and "F" grades, unresolved incomplete "I", or courses from which the Marine voluntarily withdrew, resulting in a "W" grade per reference (m). Recoupment for withdrawals related to duty,

medical or emergency circumstances may be waived. Waiver requirements and processes are contained in reference (a). Recoupment for undergraduate grades of "D" or below and graduate grades of "C" and below will not be waived.

(n) Open issues in Marines TA accounts, including incomplete courses, reimbursement issues, and waivers, must be resolved and posted to the student record prior to approval of future TA requests.

(o) TA is not authorized for fees related to certifications, license exams, or credentials.

(p) In addition to the requirements for officers in reference (a), Reserve Component officers on active duty orders/mobilization must have an End of Active Service (EAS) date of two years beyond the completion date of the requested class in order to be approved for TA.

(p) Enlisted Marines must have an EAS of 60 days beyond the completion date of the course in order to be approved for TA.

(q) TA is not authorized for non-credit courses, training programs, or programs under continuing education or workforce development.

(r) Marines assigned to MOS school or residential PME (i.e., Command and Staff college, Corporals Course, Sergeants Course, Career Course, etc.) are not authorized receipt of TA until they return to their regular or permanent duty.

(s) Marines attending vocational/technical certification programs with more than one class or module will only be approved TA for a maximum of two classes or modules at a time.

(t) TA is not authorized for graduate studies beyond the masters degree level.

3. TA funding management. The Marine Corps TA funding budget may be divided into fiscal quarters, if required. Once quarterly funds are exhausted, TA approvals will be deferred until the following quarter and

prioritized on a first come first served basis. TA requests can only be submitted within 60 days of the start date of the class.

4. Marines are encouraged to participate in all appropriate personal and professional development programs, including, but not limited to:

(a) United States Military Apprenticeship Program.

(b) College level examination program/Defense Activity for Non-Traditional Education Support subject standardized tests/credit-by-exam as appropriate.

(c) No-cost federal emergency management agency classes as found at <http://training.fema.gov/is/crslist.asp>, and <http://training.fema.gov/emiweb/downloads/tranrqst1.pdf>.

5. Marines are highly encouraged to select schools participating in: Servicemembers Opportunity Colleges Degree Network System or The Marine Corps Career College Program. Information can be found at <http://www.soc.aascu.org/socmar/mcccp.html>.

6. The contents of this MARADMIN will be incorporated into the upcoming revision of reference (a).

7. Release authorized by LtGen M. A. Rocco, Deputy Commandant, Manpower and Reserve Affairs.//
